

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: PRINCIPAL LIBRARY CLERK

TITLE#: 1486

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for library clerical operations requiring advanced knowledge of library techniques and routines. Work is performed under general supervision of a professional librarian with wide leeway allowed for the exercise of independent judgment and decision making in regard to library routines, staff and users. Supervision may be exercised over subordinate clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Compiles statistics and prepares reports as requested by the District Office, State Education Department, Federal and State Government agencies and the Library Board of Trustees;

Prepares payroll, including the computation of overtime and the verification of attendance, from time sheets submitted by the supervisor;

Supervises and trains clerical employees and troubleshoots difficult clerical problems;

Maintains inter-library loan records;

Prepares library exhibits and displays;

May collect fines and fees;

Assists in taking inventories;

May plan and conduct a variety of children's programs including storytimes, craft programs and summer reading programs under the direction of the Library Director or the Library Board;

May assist in the performance of duties of Library Clerk and Senior Library Clerk.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of library clerical routines; good knowledge of the principles and practices of library service; good knowledge of automated library systems as they apply to the clerical function of the library; working knowledge of bookkeeping and preparation of payrolls; ability to direct the work of others; ability to work independently; initiative; good judgment; physical conditions commensurate with the demand of the position.

MINIMUM QUALIFICATIONS: Either:

- A) Completion of sixty (60) credits from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and one (1) year of library clerical experience; OR
- B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of library clerical experience; OR
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

JURISDICTIONAL CLASSIFICATION: Competitive

REVISED: 1/17/18 dc